

SEPO Document Routing Checklist

3/18/02

FR-OPD-01 v3.1

Document Title: _____

Document Location: _____

New Document Checklist	Who	Date/Initials
1. Draft the document IAW Steps 1 – 4 of the HPM. Make appropriate entries in the document properties summary (Select File, Properties, Summary tab). Request an identification number from the SEPO configuration manager. Initiate the SEPO Document Routing Checklist.	Author	
2. Add the new document and its identification number to the SEPO Product Status Report (PSR).	CM	
3. Review document (Steps 5 – 7 of HPM). The document to be reviewed should have line numbers added before distribution to reviewers. Include SPI Agents in reviews, as appropriate. This step includes any interim tech editing and re-inspections.	Review Leader	
4. Perform final tech editing. Ensure that appropriate entries have been made in the document properties summary.	Tech Editor	
5. Submit the document to the SEPO CCB.	KPA POC	
6. Conduct CCB on document. If approved go to Step 8 otherwise, continue with Step 7.	CCB Chair	
7. If not approved, return the document to the author for revision and resubmission. Return to Step 1.	KPA POC	
8. If approved, update the PSR.	CM	
9. Post the document on the SSC San Diego PAL. Notify all Department SPI agents of the availability of the new document.	Webmaster	
10. Conduct training on the new document in a SPI Agent meeting or other forum, as appropriate.	KPA POC	
11. File this checklist.	CM	

SEPO Document Routing Checklist

3/18/02

FR-OPD-01 v3.1

Document Title: _____

Document Location: _____

Update Document Checklist	Who	Date/Initials
1. Draft a DCR and submit to SEPO CM. (This step is used if the DCR originator is a SEPO person.) Initiate the SEPO Document Routing Checklist.	DCR Originator	
2. Log the DCR into the DCR Tracking Database.	CM	
3. Analyze the DCR and inform SEPO CM of the results.	KPA POC	
4. Update the DCR Tracking Database with the results of the analysis.	CM	
5. Submit a disposition recommendation for the DCR to the SEPO CCB.	KPA POC	
6. Conduct CCB on the DCR. If approved for implementation, go to Step 8 otherwise continue with Step 7a.	CCB Chair	
7a. If the DCR is not approved, update the DCR Tracking Database and return the DCR to the KPA POC.	CM	
7b. Return the DCR to the originator stating the reason for not implementing the DCR and when appropriate, suggest modifications to the DCR to enable its implementation. If the DCR is modified, continue from Step 1 of this checklist.	KPA POC	
8. If the DCR is approved, update the DCR Tracking Database.	CM	
9. Download the document to be updated from the SSC San Diego PAL. Check the DCR Tracking Database for other approved DCRs for this document. If others exist, determine if any can be implemented at the same time as this DCR. Update the document in accordance with the HPM. If the changes are minor, turn on the "Track Changes" feature of MS Word. Update the document properties summary. Obtain an updated CM number from SEPO CM.	KPA POC	
10. Update the CM number of the document on the SEPO Product Status Report.	CM	
11. Determine the need for a peer review. If a review is not needed, go to Step 13, otherwise continue with Step 12.	KPA POC, CCB Chair	
12. Review document (Steps 5 – 7 of HPM). The document to be reviewed should have line numbers added before distribution to reviewers. Be sure to include the DCR originator and SPI Agents in any review, as appropriate. This step includes any interim tech editing and re-inspections.	Review Leader	
13. Perform final tech editing. Verify that the document properties summary has been updated.	Tech Editor	
14. Submit the document to the SEPO CCB.	KPA POC	
15. Conduct CCB on document. If approved go to Step 17 otherwise, continue with Step 16.	CCB Chair	
16. If not approved, return the document to the author for revision and resubmission. Return to Step 9.	KPA POC	
17. If approved, update the PSR and DCR Tracking Database.	CM	
18. Post the document on the SSC San Diego PAL. Notify all Department SPI agents of the availability of the updated document.	Webmaster	
19. Conduct training on the updated document in a SPI Agent meeting or other forum, as appropriate.	KPA POC	
20. File this checklist.	CM	